Exhibit "B"

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<u>Units: Human Resources</u>   Printer
                                                                         Friendly
                                                                         Version

Position Editing Administration

Title:	Test Development Associate I
Unit:	**P/S-Test Development** Please Select Unit
Supervisor:	Kathy Holtzman
Salary Range:	**TBD** - - - -
Position Type:	**Temporary Full Time** - - - - - - - - - - - - - - - - - -
Date Posted:	8/24/2005
Ad End Date:	
Tracking #:	
Initials:	MF
Direct Reports:	0
Indirect Reports:	0
Supervisor Position:	**No** ○ Yes ⊙ No

Position Summary:

Primary duties include but are not limited to: **Edit Primary Duties**

☐ Do not display Primary Duties outside.

- Creates, updates, and/or disseminates documentation for new and existing technological procedures and routines; includes direct user support and training.
- Designs and incorporates interactive help features including wizards (smart guides), help screens, FAQ's, and tips and tricks making applications more user friendly.
- Assists with examination production of assigned programs: translation of items for international examinations, CBT and web-based examinations, ATA, resources files, paper and pencil publishing, and pictorial production.
- Work with staff across units to create and disseminate TD program plans.
- Assists in cataloging multimedia for use in test questions.
- Assists in creating and cataloging slides for presentations and workshops.
- Assist with other duties as assigned.

Key deliverables include but are not limited: **Edit Key Deliverable**

☑ Do not display Key Deliverables outside.

There is no data for Key Deliverables

Requirements include but not limited to: Edit Requirements

☐ Do not display Requirements outside.

- Bachelor's degree
- Five years experience working in a technical environment, including working with multi-media.
- Familiarity with other computer languages (e.g., XML, HTML).
- Must have experience with software applications including text processing (e.g., Word, EPIC, XMLSPY) and multi-media development, manipulation, and presentation (E.g., Adobe Acrobat, Photoshop, Dreamweaver, and Flash).
- Excellent interpersonal, organizational, and communication skills including the ability to "translate" technical information.
- Strong writing skills.
- Ability to handle multiple tasks and deadlines simultaneously.
- Knowledge of test development helpful.
- Strong attention to detail and problem solving skills.
- Ability to learn and apply new technology quickly.

Additional Notes/Comments:

Please Use **Save_Position Button** *To Save Position Information*

☑ Ready to be posted.

☐ Should this be posted internally only?

☐ Is outside posting date the same as inside? **(must be checked each time if "yes")**

Save Position